



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT



JOB/INTERNSHIP OPPORTUNITY

HIRE a YOUTH

Youth Employment Case Manager (ADMINISTRATIVE INTERN-NC-UNCLASSIFIED) HIRE-A-YOUTH INITIATIVE, SYETP PROGRAM \$ 14.454/hour

The Workforce Investment Network has several openings for full-time, temporary staff that will provide support and coordination for the delivery of the Network's Summer Youth Employment Training Program (SYETP). Youth development/SYETP services will be provided to youth ages 14-24, through the Network's Youth Opportunity Center, and include basic skills remediation, work-readiness training and work experience/internship programs and services. The Youth Employment Case Managers will serve as job counselors and points-of-contact for the youth workers and the employers that supervise them. Positions will be located at satellite offices located in the cities of Long Beach and Torrance.

EXAMPLE OF DUTIES:

- ◆ Provide professional support in the development, implementation and administration of the Summer Youth Jobs Program
- ◆ Conduct recruitment, intake, program orientations, assessment and placement of youth participants
- ◆ Maintain participant and program files and reports, and monitors participant progress, worksite and vendor activities
- ◆ Process participant payroll and distribute payroll checks to participating youth
- ◆ Ensure compliance to applicable City/Network, State and Federal policy and regulations, and mandated program performance requirements
- ◆ Market Program services to the public, conduct public presentations, and represent the Network and Youth Opportunity Center at public meetings and events
- ◆ Perform other related duties as required

MINIMUM REQUIREMENTS:

- ◆ Graduation from an accredited college or university with a Bachelor's Degree in Psychology, Business, Public Administration, or closely related field; Experience offering substantial preparation of the duties of the position may be substituted for the required education on a year-for-year basis
- ◆ Ability to work with and motivate youth and young adults, work site supervisors and vendor agencies providing program services
- ◆ Ability to work independently with general supervision and exercise sound judgment in carrying out responsibilities
- ◆ Ability to work within deadlines, and manage multiple assignments and priorities
- ◆ Computer experience, knowledge of Microsoft Office (i.e., Word, Excel) and e-mail
- ◆ Strong written, oral and interpersonal communication skills
- ◆ Possess valid California driver's license and reliable transportation

DESIRABLE QUALIFICATIONS:

- ◆ Understanding of the Workforce Investment Act – particularly program mandates and performance outcome requirements – and/or youth employment strategies; highly desirable bilingual English/Spanish and/or English/Khmer proficiency

APPLICATION PROCESS:

Interested applicants are requested to submit a resume. Resumes will be reviewed and the most qualified candidates will be invited to participate in further selection procedures. Resumes must be submitted no later than **4:00 p.m., April 15, 2009** to:

ATTN: Ashley Atkinson
Department of Community Development
333 W. Ocean Blvd., 3rd Floor
Long Beach, CA 90802
562/570-5072 | Fax OR 562/570-6315 | Phone
ATTN: Administrative Intern – Summer Jobs Program

EQUAL OPPORTUNITY EMPLOYER:

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call Ashley Atkinson at (562) 570-6315.